2015 Office on Aging RFP

Questions and Answers

- **Question**: My company has a question regarding the format of the Mercer County Office on Aging 2015 Older Americans Act RFP that is due October 1st. On page 57 of the RFP under the heading Proposal Requirements it states, "Proposals should be submitted in the following format with not more than ten (10), single-space narrative pages answering questions related to how programming will be achieved." Considering the number of questions posed does this 10 page limit apply to each program applied for, each service category, or our response in its entirety? It is our concern that as we will be responding for multiple programs we will not provide sufficient answers for each within a ten page limit. Thank you in advance for the clarification.
    - **Answer:** The 10 page response is per service that you are applying for. For example, if you are applying for the funding for home health aide services, your response (Attachment A) would be up to the 10 page limit. You would also submit the budget pages and all required attachments. Let's also assume, for example, that you are applying for the respite care service and the funds attached to that, you would again have up to 10 pages to describe your proposal (Attachment A). Again you would submit a complete packet of Attachment A, Attachment B budget pages and all other required attachments. Each proposal is separate and unique; multiple services should not be bundled into one proposal.

- **Question:** Is the page with the allocation for each program what we are to apply for? In other words, should our budget reflect that number, or can it be more? It just isn't clear.
    - **Answer**: You should apply for the amounts up to what is advertised. Requesting more than what is offered may be cause for rejection and/or result in a loss of points during the proposal review.

- **Question**: In a follow-up to my first question regarding the Older Americans Act RFP, how rigid is the 10 page limit for Attachment A? With having to include each heading, even with single-spacing and 12 point font we fear that we will be well over the 10 page limit while providing concise answers. Will there be a point deduction in the scoring process for proposals over 10 pages in length? Thank you for your help.
    - **Answer:** Yes, noncompliance with the 10 page limit will result in a reduction of points during the review and evaluation.

- **Question**: Where is the Business Continuation Plan requirement found in the RFP?
    - **Answer**: The business continuity plan is part of the supplemental contract requirements for the State and Federal funding.

- **Question**: What are the significant changes to the Budget pages of the RFP from the original?
    - **Answer**: There are minor changes to the budget pages; namely the requests to specifically identify the line items. The example provided indicates that travel

expenses must identify the staff person claiming the expense and for what purposes.

- **Question**: There are two contractual documents attached. Is it assumed that you only fill out the one applicable to the funding stream?
    - **Answer**: Yes, there are 2 contracts provided; you should complete the appropriate contract identified by the funding for which you are applying. One is for State and Federal funds the other is solely for County funds. Each is labeled accordingly.

- **Question:** I'm having a problem with the pages in Attachment B -- Word version -- there is a shape placed into the tables that prevent typing information in the forms.
    - **Answer:** The Office on Aging has listed on the first page of the budget forms: ***All budget pages are available in a writable Excel format on the Mercer County Website: http://nj.gov/counties/mercer/departments/hs/***

- **Question**: I am a provider agency currently funded by the Office on Aging; do I submit a W9 form?
    - **Answer**: No, the W9 form is required of new providers.

- **Question**: What is the difference between SAMS and NAPIS?
    - **Answer**: SAMS is the web based reporting tool that collects all of the data for State Program report section of the Federal NAPIS reports. NAPIS stands for the National Aging Program Information System and that dictates all of the reporting information that we collect (i.e. race, ethnicity, poverty, ADL and IADL, etc.)

- **Question:** If clients served by the mental health for seniors grant have mental health insurance coverage through Medicare how would that be reflected in the budget?
    - **Answer:** If services are covered by Medicare, you would need to be mindful of not charging the grant and Medicare for duplicate services. If you however are asking because you want to show a total budget that includes Medicare reimbursement, you would indicate such sources under “project income”.

- **Question:** In the RFP you have two sections regarding Client Service Planning, Discharge planning and aftercare/tracking. I am assuming these would only apply to care management organizations, or those who provide case management? We don't really "discharge" anyone, unless they repeatedly aren't there for a meal. Should we just put N/A?
    - **Answer:** Yes, if there are sections that you feel do not apply to your service/agency you should indicate they are not applicable. It is recommended that you do not just leave those sections blank.

- **Question:** We are a small non-profit. Are we able to submit our most recent 990 in lieu of an audited financial statement? Are there other ways of satisfying this requirement?
    - **Answer:** The preferred document, as noted in the RFP is the annual financial audit, however if you do not have one, the most recent 990 or 941 will suffice.

- **Question:** Are there specific guidelines regarding how much funding is to be allocated to each section outpatient mental health for seniors and outpatient mental health education for seniors?
    - **Answer:** No, the funding that is identified for those services ($42,000.00) should be budgeted as you see fit to best provide the mental health counseling and education for seniors.

- **Question:** Could you please provide the County's definition of "Administrative Discharge" and how that differs from the discharge planning questions under Project/Program Administration in Attachment A.
    - **Answer:** An administrative discharge would be defined by the program/agency based on your established guidelines. For example, non-compliance with the terms of the client service agreement, policy or procedure, disruptive or abusive client behavior, client moves out of the identified service area, etc.; anything that may be cause for service termination not related to the identified successful completion of the program. The discharge planning in general is client specific and should set goals for after care or maintenance once services have been successfully completed. Due to the nature of some of the services in this RFP however you may determine that client discharge plans do not apply.